

FORM PR-561

PR-561

FORM PR-561
FORMERLY MVR
(4-29-60)U.S. DEPARTMENT OF COMMERCE
BUREAU OF PUBLIC ROADSFORM APPROVED
BUDGET BUREAU NO. 41-R1478.2

3-67 **STATE MOTOR VEHICLE REGISTRATIONS, REGISTRATION
FEES, AND MISCELLANEOUS RECEIPTS**
(PPM 50-5.3)

State

Calendar year or registration year ended

INSTRUCTIONS

The Form - PR-561 is designed to record the total number of motor vehicles registered during a year, classified by types of vehicles, and the corresponding payments of registration fees, together with miscellaneous receipts connected with motor-vehicle registration and operation. The amounts of registration fees and other receipts should be given in dollars with cents omitted.

The disposition of receipts from motor-vehicle registration fees, etc., will be reported on Form PR-566, but submission of Form PR-561 should not be held up by delay in obtaining the

Column heads - The column heads in Section I are designed to facilitate the recording of the net number of licenses sold for individual vehicles of each class. In column 1 should be recorded the total number of sets of license tags issued or sold. Columns 2, 3, 4, and 5 provide for successive deductions. Column 2 provides for the tabulation and deduction of extra registrations caused by transfers. If no extra registrations are involved, the number of transfers may be tabulated, with a note to the effect that the entries are not deductible. In column 3 any registrations issued for nonresident vehicles should be entered and deducted. Columns 4 and 5 are pro-

FORM PR-561
(REV. 2-69)U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL HIGHWAY ADMINISTRATION
BUREAU OF PUBLIC ROADSFORM APPROVED
BUDGET BUREAU NO. 04-R1478.2STATE MOTOR VEHICLE REGISTRATIONS, REGISTRATION
FEES, AND MISCELLANEOUS RECEIPTS

(PPM 50-5)

State

Calendar year or registration year ended

INSTRUCTIONS

The Form - PR-561 is designed to record the total number of motor vehicles registered during a year, classified by types of vehicles and the corresponding payments of registration fees, together with miscellaneous receipts connected with motor-vehicle registration and operation. The amounts of registration fees and other receipts should be given in dollars with cents omitted.

The disposition of receipts from motor-vehicle registration fees, etc., will be reported on Form PR-566, but submission of Form PR-561 should not be held up by delay in obtaining the data on disposition of funds, although it is urged that Form PR-566 be submitted at the earliest possible date.

Calendar year and registration year - The data on motor-vehicle registrations are published each year on a calendar-year basis for all States. In the case of those States in which the registration year is more than one month removed from the calendar year, it is necessary to compile Form PR-561 by adding the registrations issued in portions of two registration years in order that figures representing calendar-year registrations may be obtained.

If the last day on which registrations are issued for the old registration year lies between November 30 and January 31, inclusive, the registration year is effectively the calendar year, and the PR-561 report should cover the actual registration year.

If, because of unusual provisions in the registration law or practice this rule is found difficult to apply, correspond with the Washington office for alternative instructions.

Section I - Registrations classified by type of vehicle - All vehicles (other than animal-drawn street cars, and trolley buses) registered for use on the highways, whether operated privately or for hire, should be reported by type in Section I.

Column heads - The column heads in Section I are designed to facilitate the recording of the net number of licenses sold for individual vehicles of each class. In column 1 should be recorded the total number of sets of license tags issued or sold. Columns 2, 3, 4, and 5 provide for successive deductions. Column 2 provides for the tabulation and deduction of extra registrations caused by transfers. If no extra registrations are involved, the number of transfers may be tabulated, with a note to the effect that the entries are not deductible. In column 3 any registrations issued for nonresident vehicles should be entered and deducted. Columns 4 and 5 are provided for registrations of publicly owned vehicles. Some States issue tags to vehicles owned by the Federal Government, and space is provided in column 5 for the tabulation and deduction of the numbers of such tags. The figures entered in column 4 should be the total number of vehicles owned by State, county, and municipal governments, so far as the State records make such a tabulation possible. If State-owned vehicles only are included, or if any considerable group of publicly owned vehicles are omitted, the fact should be stated in a note.

The information tabulated in columns 1 to 5 must necessarily be adapted to the registration procedure in the individual State. In some States, the deductions from gross registrations indicated by columns 2 and 3 are not applicable. The number of transfers (column 2) should not be deducted from gross registrations (column 1) unless failure to do so would result in a duplication or overstatement of registrations. Similarly, the number of nonresident registrations should not be deducted unless they represent temporary or limited permits which are not bona fide registrations. Regular registrations by non-residents are not a deductible item. The objective is that columns 4, 5, and 6 should give the net total number of registrations issued, subdivided as indicated between those publicly and those privately owned.

Continued on additional page

Notes and comments:

SOURCE:

Collecting agency or agencies

This information from records of

Compiled under direction of

Section 1 - REGISTRATION OF MOTOR VEHICLES, TRAILERS, ETC., CLASSIFIED BY TYPE OF VEHICLE

Type of vehicle	Total license tags sold or issued	Deductions				Net licenses sold for private and commercial vehicles	
		Transfer tags or reregistrations	Nonresident tags	Official vehicles			
				State, County, and Municipal	Federal		
	(1)	(2)	(3)	(4)	(5)	(6)	
A. Passenger motor vehicles							
1. Passenger automobiles.....							
2. Station wagons.....							
3. Taxicabs.....							
4. Rentals, liveries, etc.....							
5. Ambulances and hearses							
6. Total.....							
B. Buses:							
1. Commercial buses - gasoline.....							
2. Commercial buses - diesel and other.....							
3. School buses							
4. Total.....							
C. Freight motor vehicles:							
1. Trucks (other than "farm" registrations):							
(a) Gasoline.....							
(b) Diesel and other							
(c) Total.....							
2. Farm trucks							
3. Tractor trucks, road tractors, etc.:							
(a) Gasoline.....							
(b) Diesel and other							
(c) Total.....							
4. Total freight motor vehicles (1 + 2 + 3)							
D. Total passenger and freight motor vehicles (A + B + C).....							
E. Other vehicles:							
1. Trailers and semitrailers:							
(a) Commercial trailers.....							
(b) Commercial semitrailers.....							
(c) House trailers.....							
(d) Farm trailers and camp trailers.....							
(e) Total.....							
2. Motorcycles (do not include sidecars).....							
3. Motor bicycles and scooters							
4. Miscellaneous motorized equipment ¹							
5. Total other vehicles.....							
F. GRAND TOTAL (D + E).....							

¹ Fire apparatus, etc. This item for official cars only.

Notes

Section II - REGISTRATION FEES PAID BY MOTOR VEHICLES, TRAILERS, ETC., CLASSIFIED BY TYPE OF VEHICLE

Type of vehicle	Gross collections including transfer or reregistration fees (1) (Omit cents)	Deductions			Net regular registration fees collected (5) (Omit cents)
		Transfer or reregistration fees (2) (Omit cents)	Nonresident tag fees (3) (Omit cents)	Fees for official vehicles, State, County, and municipal (4) (Omit cents)	
A. Passenger motor vehicles:					
1. Private automobiles.....	\$	\$	\$	\$	\$
2. Station wagons.....					
3. Taxicabs.....					
4. Rentals, liverys, etc.....					
5. Ambulances and hearses.....					
6. Total.....					
B. Buses:					
1. Commercial buses - gasoline.....					
2. Commercial buses - diesel and other.....					
3. School buses.....					
4. Total.....					
C. Freight motor vehicles:					
1. Trucks (other than "farm" registrations):					
(a) Gasoline.....					
(b) Diesel and other.....					
(c) Total.....					
2. Farm trucks.....					
3. Tractor trucks, road tractors, etc.:					
(a) Gasoline.....					
(b) Diesel and other.....					
(c) Total.....					
4. Total freight motor vehicles (1 + 2 + 3)					
D. Total passenger and freight motor vehicles (A + B + C).....					
E. Other vehicles:					
1. Trailers and semitrailers:					
(a) Commercial trailers.....					
(b) Commercial semitrailers.....					
(c) House trailers.....					
(d) Farm trailers and camp trailers.....					
(e) Total.....					
2. Motorcycles (include sidecar fees).....					
3. Motor bicycles and scooters.....					
4. Miscellaneous motorized equipment ¹					
5. Total other vehicles.....					
F. GRAND TOTAL (D + E).....					

¹ Fire apparatus, etc. This item for official cars only.

Notes

Net regular registration fees collected (Item F, from page 3)..... \$

Section III - RECEIPTS OTHER THAN REGULAR REGISTRATION FEES

A. Dealers' licenses or permits:

1. New and used motor vehicles:

(a) Dealers' business licenses or permits ¹

(b) Original sets of plates

(c) Additional and extra sets of plates

2. Motorcycle plates

Total

B. Certificates of title (new and transfer)

C. Fines and Penalties (infraction of motor-vehicle laws)

D. Transfer or reregistration fees (total of column 2, Section II) ..

E. Estimated service charges, local collections

F. Caravan fees

G. Miscellaneous receipts:

1. Nonresident tag fees (total of column 3, Section II)

2. Other temporary entry permits

3. Fees for official cars (total of column 4, Section II)

4. Duplicates of all kinds

5.

6.

7.

8.

9.

10.

Total

H. Total (A to G inclusive)

Section IV. GRAND TOTAL, ALL RECEIPTS

¹Only special dealers' or garage licenses issued by the agencies regulating or licensing motor vehicles, inspection, repair, etc., should be given here. Regular licenses that are required of all businesses should not be included.

Notes:

INSTRUCTIONS - Continued

(Please detach this sheet prior to submission of report)

The registrations listed in Section I should not include animal-drawn vehicles or vehicles not designed or licensed for highway transportation, such as agricultural tractors or road machinery. If such vehicles were registered, the number of such registrations should not be included in the "Total license tags issued or sold" recorded in column 1.

In some States license tags are, under certain circumstances, issued to private individuals or corporations without charge. Such free registrations should be included in the registrations tabulated in column 6. The number of free registrations issued for privately owned vehicles of each type should be recorded in a note.

The information tabulated in columns 1 to 6 should be classified by type of vehicle as indicated in the sideheads of Section I. Whenever the entries opposite a given type of vehicle are left blank, a note should be given explaining in which type group the missing entry is included, e.g. "Included with passenger cars," "Included with trucks," etc.

The classification of motor vehicles by types is self-explanatory. If data are available on station wagons, taxicabs, rentals, and liveries, ambulances and hearses, show them in the categories provided under passenger motor vehicles. If no such breakdown of data is available, indicate where each of these classes is included. Passenger motor vehicles designed to carry more than 7 passengers or used in bus service should be reported as buses.

Light delivery vehicles, sometimes known as pick-ups, should be reported as trucks. In any case where such light delivery truck registrations cannot be segregated from passenger-car registrations, the fact should be noted on the form.

Agricultural tractors, caterpillar or cleated tractors and other such vehicles not used in highway transportation should not be included.

Trailers and semitrailers - A trailer (full trailer) is a vehicle without motive power designed for carrying property or passengers wholly on its own structure and for being drawn by a motor vehicle. A semitrailer is a vehicle so designed and used in conjunction with a motor vehicle that some part of its weight and load rests upon or is carried by another vehicle.

In some States tractor-semitrailer combinations, although segregated as a class from trucks, are registered as a single unit. The procedure in reporting such combinations should be as follows: Enter the number of such units in column 6 opposite the sidehead "Tractor trucks, road tractors, etc." and also opposite the sidehead "Commercial semitrailers." The exact situation in regard to the registration of these combination vehicles should be explained in a note. Numbers of extra semitrailers and trailers not registered in combination should be entered opposite the appropriate side head.

Motorcycles, motor bicycles and scooters - Under the heading of motorcycles should be included two-wheeled and three-wheeled motorcycles. The sidecars are not regarded as separate vehicles. Their number should not be included in obtaining the total of columns 4, 5, and 6. Motorized bicycles and scooters should be shown on the line provided.

Miscellaneous motorized equipment - In this class include fire apparatus and any other publicly owned equipment which cannot readily be classified in one of the regular types. This item should not be used for other than publicly owned vehicles. Special equipment, such as repairers and wreckers, should be classed as trucks. The so-called snowmobiles, equipped with runners in place of front wheels, which have been registered as a motor vehicle, may be included with passenger cars, buses, or trucks according to the nature of their use.

Supplementary statement requested - The classification of registered vehicles called for in Section I, although generally acceptable, fails to coincide with the registration classes in effect in several States. For example, a number of States include buses with trucks, or include them in passenger registrations without segregation so that the number of buses is not available. Still other States maintain a "hiring" passenger registration class, which includes both taxicabs and buses. Similar deficiency is found in the classification of freight vehicles.

When a State's vehicle classification does not coincide with that shown in Section I of this report, all necessary supplemental information should be attached to the report so the data can be interpreted in this office and classified in the same manner as those of the other States.

Section II - Registration fees classified by type of vehicle - In this section should be entered the receipts from fees charged for the registration of vehicles, classified by types to correspond with the registrations tabulated in Section I. The sidecar fees should be included with motorcycle fees. The amounts tabulated should be the actual collections during the calendar year of fees for the registration of vehicles during that year. Registration fees assessed but not collected during the calendar year should not be included, nor should back collections of fees charged for the registrations of prior years.

Refunds, paid during the year, of excess fees charged on registrations of the year, should be deducted before tabulation. Refunds on payments of prior years should not be deducted. If the State records do not afford a segregation of refunds by type of vehicle, the total amount of the refunds may be entered as a deduction in one of the blank spaces of Section III G.

Collections and refunds relating to prior years should be shown in Section III G, miscellaneous receipts.

In some States registration fees are collected by county or local officers, who make a deduction for collection expenses, usually a fixed amount per registration issued. The amounts tabulated in Section II should be the total registration fees collected, including the amounts deducted by county or local collecting officers, if these deductions are of record on the books of the motor vehicle department. In a number of States the amounts of such service charges are not of record in the State motor vehicle department. In such cases it is requested that an estimate be given for each type of vehicle, or that information be supplied from which an estimate can be made in the Washington office. If estimated, rather than of record, service charges should be given in a note to Section II or in a schedule attached to the form.

In column 1 of Section II should be entered the gross registration receipts, and should be the sum of the amounts entered in the subsequent columns. In column 2 transfer or reregistration fees should be entered. Column 3 should give the receipts from the sale of temporary or limited registrations of nonresident vehicles. The fees, if any, charged for the registration of publicly owned vehicles should be tabulated in column 4. The amounts entered in columns 2, 3, and 4 should be deducted from the amounts entered in column 1, to give, in column 5, the net regular registration fees collected for private and commercial vehicles of each type.

In some cases it will be found that the data available cannot be tabulated exactly in the form indicated, and the method may be adapted to the individual case. It should be borne in mind that the greatest importance attaches to the amounts to be entered in column 5, the net regular registration fees collected, after deduction of transfer or registration fees, nonresident tag fees, and fees for official cars.

Additional fees charged when registration tags are transferred to a heavier vehicle (commonly called excess weight fees) should be included with the net regular registration fees in column 5, and not with transfer fees.

In some States special taxes are imposed on for-hire carriers in lieu of registration fees. In such cases the special taxes paid in lieu of registration fees should be regarded as registration fees and included in the amounts entered in columns 1 and 5 of Section II, with an explanatory note. Special taxes paid by motor carriers should not be reported on this form except for the case just discussed.

INSTRUCTIONS - Continued

Section III - In this Section should be entered all receipts of the motor vehicle department other than the net regular registration fees tabulated in column 5 of Section II.

The following exceptions to the general requirement that all receipts of the motor vehicle department should be included in Sections II and III are noted:

1. **Receipts not relating to motor-vehicle ownership or operation** - If the department which handles motor-vehicle registrations collects fees or taxes not related in any way to the ownership and operation of motor vehicles, such receipts should be omitted.
2. **Agricultural tractors, etc.** - If the licensing of agricultural tractors, motorized equipment not used on the highways, and animal-drawn vehicles is handled as an integral part of the general operation of licensing motor vehicles, the revenues therefrom should be omitted.
3. **Special taxes imposed on motor carriers** - The collection of special taxes imposed, in addition to registration fees, on vehicles operated for hire and other special classes of commercial carriers is frequently a function of the public service commission or similar body. In some States, however, the collections are made by the motor vehicle department. The classes of taxes referred to are gross receipts taxes, mileage, ton-mile, or passenger-mile taxes, special license fees or weight taxes, franchise or permit fees, and fees for certificates of convenience and necessity. As the receipts from this type of taxation are to be entered on Form PR-571, they should not be entered on this form, even though they are a part of the receipts of the motor vehicle department. The exceptional case, when such taxes are imposed in lieu of registration fees, has been discussed previously. The regular registration fees paid by motor carriers, even though imposed at a higher rate than those generally applicable, should in all cases be included under the proper vehicle types in Section II.

Motor-vehicle revenue not collected by motor vehicle departments - In some States certain items of motor-vehicle revenue, such as operators license fees, highway patrol fines, and fees for periodic inspection of motor vehicles, are collected by the highway department or some other agency independent of the motor vehicle department. If collected by the highway department they will be reported as motor-vehicle revenue on Form PR-531, State Highway Income. All such receipts, however, should be reported on Form PR-561, PR-562 (Operators and Chauffeurs Licenses and Fees) or on a schedule attached thereto, regardless of what agency collects them.

Item A. Dealers licenses or permits - Many States follow the practice of issuing one "original" set of plates to a dealer, and then issuing "extra dealers plates," the latter are usually at a reduced rate. The number of extra plates should be recorded separately from the original registrations, if possible. Special dealers, or garage licenses issued by the agencies regulating or licensing motor vehicles, inspection, repair, etc., should be reported in Item A. Regular licenses that are required of all businesses should not be included.

Item B. Certificates of title - The number of certificates of title (called certificates of ownership in some States) issued and collections should be entered under the proper headings.

Item C. Fines and penalties - Enter here all receipts accruing to the motor vehicle department (or other State agencies) from fines and penalties imposed for infractions of motor-vehicle laws and regulations, including oversize and overweight penalties. Extra weight fees, however, should be included with regular registration fees in Section II. Receipts accruing to the State from fines and penalties imposed for infractions of traffic laws (speeding, etc.) should not be shown in this report.

Item D. Transfer or reregistration fees - Enter here the amount of these fees that were shown as deductions in column 2, Section II.

Item E. Estimated service charges, local collections - Previously it was stated that deductions by local collecting officers of a part of the registration fee, for collection expenses should be included in Section II. Amounts to be shown in Item E, Section III should be restricted to those service charges by local officials that are in addition to the regular fees. For example, the State registration fee may be \$10.00, but the local collection officer is permitted to charge \$10.50, retaining 50 cents as a service charge. These fees, and similar ones levied for titles, or other transactions, should be shown in Item E, and explained fully in notes.

Item F. Corovon fees - Special intransit fees, towing fees, auto transporter fees, etc., should be entered here.

Item G. Miscellaneous receipts - Space is provided in this item for adding in the items deducted in columns 3 and 4 of Section II. Subitem 2 provides for any receipts relating to temporary-entry permits which were not accounted for in column 3 of Section II. In subitem 4 should be entered all receipts derived from the issuance of duplicate tags, registration cards, etc.

Additional space is provided for other miscellaneous receipts of the motor vehicle department or other agencies involved. Here should be included such miscellaneous receipts as those from sale of authority stamps for new motor numbers, fees for periodic inspection of motor vehicles, certified copies of records, sales of registration lists. Very small items need not be detailed, but any item in excess of \$10,000 should be reported separately. If the space provided is not sufficient the complete classification of miscellaneous receipts may be given in a note.

In this item should also be entered any bookkeeping adjustments which may be necessary, from year to year, in order that the reports submitted on this form can be consistent with the records of the State.

Special sales or titling taxes - Some States have enacted special taxes, to be paid at the time of purchase, first registration, or titling of a motor vehicle. As such taxes are usually imposed in connection with a general State sales tax, there may be some question whether a given excise tax of this character is a special impost upon the motor-vehicle user or merely a part of a general State tax. The following discussion should be used as a guide in determining whether the receipts from such an impost should be reported on Form PR-561.

If there is a general sales tax, applying to the purchase of motor vehicles as well as all other commodities (or applying to commodities in general with stated exceptions such as food), the receipts from the tax as applied to motor vehicles should not be reported on Form PR-561.

If, however, the excise tax was imposed under a separate act, and the law states or implies that the tax is to be paid as a compensation for the use of the highways, it is to be considered as a special tax on the motor-vehicle user. If the tax is imposed on motor vehicles alone, it is to be considered as a user tax, even though the consideration is not stated or implied in the law. If, judged by these considerations, the impost is found to be a highway-user tax, the proceeds therefrom should be reported as miscellaneous receipts in Section III G.

In case there is doubt as to whether the receipts from a given tax on motor vehicles should be reported on Form PR-561, or should be regarded as part of a general State tax, the matter should be taken up by correspondence with the Washington office.

Section IV - In Section IV should be entered the grand total of all receipts reported on this form.